



**OFFICE OF THE ASSISTANT SECRETARY OF
DEFENSE**

**INNOVATIVE READINESS TRAINING (IRT)
SYSTEM**

USER'S GUIDE

FOR

INTERNET INTERFACE

VERSION 1.0

MAY 2001

TABLE OF CONTENTS

1.	INTRODUCTION.....	1
2.	ENTERING DATA INTO IRT.....	1
2.1	LOG IN	ERROR! BOOKMARK NOT DEFINED.
2.2	ACCESSING OPTIONS MENU.....	1
3.	CREATE PROJECTS	1
4.	VIEW PROJECTS.....	4
5.	SUBMIT AARs	5
6.	PRINTING IRT REPORTS.....	6
6.1	PRINT REPORTS	6
6.2	PREVIEW WINDOW.....	6
6.2.1	<i>All Other Users</i>	6
7.	PROJECTS.....	7
7.1	REVIEW PROJECTS	7

IRT Program Manager

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1. INTRODUCTION

The ***Innovative Readiness Training (IRT) Internet Interface*** is a fully automated system that allows Service/Component IRT Program Managers to **create** projects in a database by Fiscal Year (FY), **preview** all FY projects currently in the system, **submit** After Action Report data, and **print** FY project information for AARs due-outs, agency project listings, requested and approved funding, and final AAR data. This process change enhances OASD/RA oversight of IRT by allowing IRT Program Managers real-time interface with program data. It was designed by incorporating your ideas and trial comments. Please continue to provide feedback for future enhancements to either the OASD/RA Help Desk or the IRT Program Manager.

2. ENTERING DATA INTO IRT

2.1 Accessing Options Menu

At a successful Log In, you may select any of the five choices on the left of the screen.

- **Create Projects**
- **Submit AARs**
- **Review Projects**
- **View Projects**
- **Print Reports**

3. CREATE PROJECTS

Create Projects gives you the ability to create a new project by fiscal year.

1. Click **Create Projects** button. Click on the **Project Title** drop down to select a title (listed alphabetically). If the title is not located on the list, type the **Project Title** in the field below.
 - To avoid duplication, search for the **Project Title** under the drop down list first.
2. Select **FY** (Fiscal Year) from the drop down menu. If you select **FY** before



Project Title it will create an error in **Project ID**.

Note: *Wait for the database to generate the **Project ID** before continuing*

You can tab or click to the next field and arrow thru the drop down menu.
You can also type the first letter in the word to access it faster.

3. Select an **Agency** from the drop down list.
4. Enter a **City** and a **State** from the drop down list.
5. Select a **Start Month** and **End Month** from the drop down list.

Note: *Wait for the database to generate the **AAR Month** after your **End Month** selection.*

6. Select a **Special Interest** group. Your options are:
 - N/A
 - Designated Organization
 - Native American
 - Alaskan Indian
7. Select **Project Type**. Your options are:
 - **ENG** (Engineering)
 - **HS** (Health Services)
 - **SPT** (Support)
 - **TRAN** (Transportation)
 - **VET** (Veterinary)
8. Enter dollar amounts under **Request From OASD**, **Service Contribution**, and **Community Contribution**. The system will calculate the totals when you **Save**. Enter whole dollar amounts with commas and no cents.

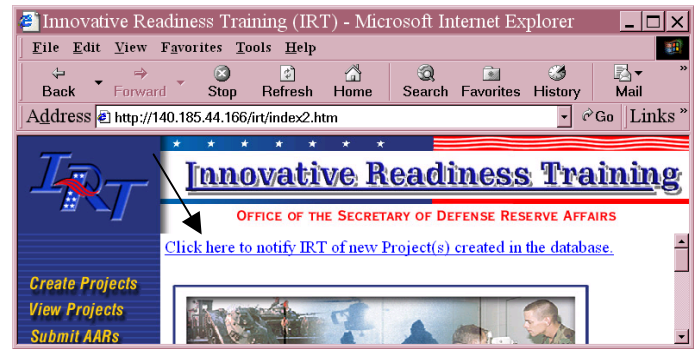
9. Type in **Project Description** and **Unit(s)** information.
10. Check **Eligible Organization**, **GO Sign**, **Non-Competition**, **EIRB Review**, and **Command Staff Review**, **Legal Review**, **Final Review and Approved IAW Service Regulation/Instruction**. If the requesting agency is a non-eligible organization, forward the submission package to OASD/RA for General Counsel review.
 - If you do not check the above boxes you will receive an error message when you try to Save, notifying you which boxes where not checked. For example:

11. After you have completed entering your data, click **Save** if you're finished or **Save and Create New Project** to create another project.

Warning: Once you **Save** you will not be able to make changes. If you need assistance contact the IRT Program Manager.

12. After you **Save** click the blue underlined line to notify the IRT Manager that you created a new project(s). Then you will return to the options menu.

FYI: To close out click the Close Window “X” icon.



4. VIEW PROJECTS

Everyone can view all fiscal year projects. However, this is a read-only page.

1. Select a **FY** from the drop down list.
2. Click on the blue underlined **Project ID** to view a Project from the list.



NOTE: AAR data will not appear until an AAR has been submitted.

Click **Close** button to return to **View Projects** or select another option from the left screen option menu.

5. SUBMIT AARs

You will submit AARs from this page no later than 60 days after project completion.

1. Select a **FY** from the drop down list.
2. Select a Project from the list by clicking on the blue underlined **Project ID**.

***NOTE:** All fields above **After Action Report Data** will have data from the Create and Review functions.*

3. You must enter data in all AAR fields below **After Action Report Data**. Ensure that **Start Date** and **End Date** are correctly entered.
 - Enter the two-digit **dd, mm and yy**. **Example: 01-19-02.**
4. Under **Numerical data** identify the type of service with numerical data.
5. Enter the number of **Military Participants**.

***NOTE:** All totals automatically calculate after you **Save**, including **Fiscal Obligation Totals and Military Participants**.*

OASD/RA is the only approval authority for moving funds between projects. The funded amount approved by OASD/RA must match Actual Fiscal Obligations in the AAR. If the fund amount within OASD/RA does not match, you must include a narrative in the Project Description or Numerical Data fields.

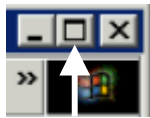
6. Enter **Fiscal Obligations**. Enter whole dollar amounts with commas and no cents.

7. **OASD/RA Comments** are 'read only'. If you need to make additional comments use the Project Description or Numerical Data fields.
8. You must click **Save** data to receive a confirmation and return to the **Submit AARs** list.

6. PRINTING IRT REPORTS

6.1 Print Reports

When you click on the Print Report, you will get a separate window to select a report.



Maximize window for best view.

1. **Select Display Format.** Participants outside of OASD/RA should select "All Other Users".
2. Select **Report** from the drop down list.
3. Select **FY** from the drop down list.
4. Select an **Agency** from the drop down list.
5. Click Get **Report** to view and print.

6.2 Preview Window

There are many printing and viewing options available to you within this window, such as exporting the report, searching, and viewing.

6.2.1 All Other Users

Select "All Other Users" from the Select Display Format. You are only able to print the report one page at a time.

State	Title	Agency	AAR
NY	Take Down	ANG-NY	SEP
NY	Take Down	ARNG-NY	SEP
CA	Task Force Grizzly	ARNG-CT	DEC
CA	Task Force Grizzly	ARNG-IN	DEC
CA	Task Force Grizzly	ARNG-ME	DEC
DI	West Warwick HSC	ARMY DI	DEC

Before printing, select **File, Page Setup** and change the Orientation to **Landscape**.

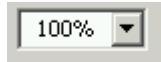
Select **File** and **Print** from the File Menu. Click **OK**.



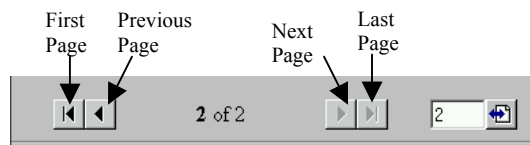
The **Export Report** (envelope) icon allows you to save the report into other format such as MS Word and MS Excel.



The **Refresh** (yellow lightning) icon allows you to refresh the data. This is useful if you want the report to display the data that other people have updated after you generated the report.



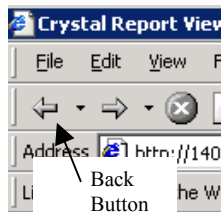
The **Zoom** button allows you to select the display size.



The paging box of icon allows you to navigate among the report pages.

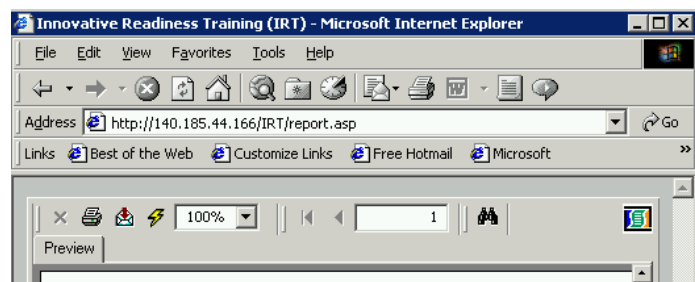


The **Search Text** (binocular) icon allows you to search for a specific record.



Use the **Back** button to return to the **Print Report** window.

When you finish **Print Report** click the **Close Window "X"** icon to close out of the **Print Report** window.



7. PROJECTS

7.1 Review Projects

This is only available to the IRT Program Manager.